# PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Post Graduate Administrator  
**Department:** Department of Physics

<table>
<thead>
<tr>
<th>Qualifications and Training</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maths and English GCSE or equivalent relevant experience</td>
<td>x</td>
<td></td>
<td>Application Form</td>
</tr>
<tr>
<td>A levels or equivalent relevant experience</td>
<td></td>
<td>x</td>
<td>Application Form</td>
</tr>
<tr>
<td>Educated to degree level</td>
<td></td>
<td>x</td>
<td>Application Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific Skills, Experience and Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience in administration</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Excellent standard of written and spoken English</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Good standard of numeracy</td>
<td>x</td>
<td></td>
<td>Application Form/Test</td>
</tr>
<tr>
<td>IT skills - Word Processing and spreadsheets</td>
<td>x</td>
<td></td>
<td>Application Form/Test</td>
</tr>
<tr>
<td>Good attention to detail</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Ability to work to tight deadlines</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal and Interpersonal Qualities</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to relate to staff and students</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Team working and ability to work independently</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Able to work proactively on own initiative</td>
<td>x</td>
<td></td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>Well organised and systematic</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>Excellent interpersonal and communication skills</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>Ability to work and keep calm under pressure</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>Diplomacy and ability to maintain confidentiality</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>Good time management skills</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>Flexible and positive attitude</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capacity for Career Development</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willing and able to develop new skills</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>Willing to embrace change</td>
<td>x</td>
<td></td>
<td>Interview</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Circumstances</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work outside of normal hours (if necessary) at busy times</td>
<td></td>
<td>x</td>
<td>Interview</td>
</tr>
</tbody>
</table>